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ABSTRACT

In working toward a goal of encouraging all nurses to participate in continuing education programs, the Florida Nurses Association has defined its standards for continuing education certification. A certification board was established, and the purpose for certification outlined. Four concepts are explained in the standards: certification, the manner in which recognition is given, how the continuing education unit (CEU) is to be used, and the certification requirements. Activities and professional participation are considered in examples of the contact hours and their relationship to the CEU. Procedures for obtaining CEU for programs are outlined. The Maryland Licensed Practical Nurses Association defines the continuing education program, states the objectives which the application for CEU will fulfill, and outlines the continuing education program administration. Procedures for recording CEU are itemized, and standards for assigning credit established. Licensure requirements are restated. (AG)

ED 091607

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The Florida Nurse

OFFICIAL BULLETIN of the FLORIDA NURSES ASSOCIATION

MESSAGE FROM
EXECUTIVE DIRECTOR

Mary J. Finnin, R.N.

I will take this opportunity to wish each of you a very happy and prosperous 1973.

As you know, one of the FNA priorities for this year is to encourage all nurses to participate in Continuing Education programs. FNA will keep a record of accumulated C.E. credits for any member who has filed an Application for Certification. For your convenience and use we have enclosed an application in this issue of THE FLORIDA NURSE. If you are interested, please send completed application to FNA Headquarters. Once application is received we will advise each individual of procedure to follow for receiving and recording C.E. Credits through FNA.

In this publication we have listed a simple procedure for submitting information on programs so that they can be reviewed by our Education Committee and approved for C.E. Credit. Only Programs conducted after January 1, 1973, should be submitted.

When possible, FNA will attempt to publish a list of approved programs in THE FLORIDA NURSE.

This is a new project for FNA and we encourage your comments and questions.

CONTINUING EDUCATION CERTIFICATION FOR FNA MEMBERS

In "Avenues for Continued Learning," ANA 1967, it is stated clearly that "Education for nursing must be a continuing process. No program of basic education, whatever its type or quality, could possibly encompass all that the practitioner will need to know for skilled practice throughout a life-time career. ---- For continuing practice, increasing emphasis is placed upon the necessity for each practitioner --- teacher, engineer, doctor, or nurse --- to keep skill and competencies current with the growth of knowledge in each field." (1)

The Report of the National Commission for the Study of Nursing and Nursing Education more strongly advocates a continuing education system. It proposes that "all licensure laws be revised to require periodic review of the individual's qualifications for practice as a condition for license renewal." (2)

The Florida Nurses Association accepts the fact that education for practice must be continuous. To submit the standards for the quality and quantity of continuing education in nursing to the legislative procedures which govern the licensure of nurses is premature in Florida --- especially in light of the existing legislative overtures advocating multi-disciplinary licensure board consolidation. Certification is a recognition of the individual's efforts and does not affect the issuance or renewal of the RN license in Florida at this time.

The appropriate body to initiate a certification program is the Florida Nurses Association. The Association has, at its disposal, the structure to accomplish certification and is accessible to Registered Nurse members of the Florida Nurses Association.

The Continuing Education Approval Committee (CEAC) will be the FNA Committee on Nursing Education. This committee shall perform the following functions:

1. Determine criteria for approving continuing education activities.
2. Approve activities for CEU's (Continuing Education Units) and assign the unit to the activity.
3. Approve applications from members for CEU's.

The purpose of Continuing Education Certification is:

1. To recognize those nurses who strive toward higher standards in nursing care.
2. To encourage the acquisition of knowledge to counter-balance the rapid obsolescence of practice and skills, and thus enable practitioners to participate at optimum level in the delivery of health care.
3. To provide the nurse with proof of individual effort to acquire current, professional knowledge.

Continuing nursing education consists of those educational activities, engaged in by individuals possessing a license as a registered nurse, which are primarily designed to keep them abreast of their own particular field in nursing. Such activities are intended both to refresh the individual in various aspects of his basic nursing education and inform him of the new developments within his field. Continuing nursing education programs may be on a full or part-time basis, but are usually of relatively short duration, i.e., hours, days or months. The organization of these programs may be formal or informal. They are conducted in a great variety of forms using many methods and techniques. They are sponsored by a diverse group of institutions, schools and organizations. Continuing nursing education programs may also include special training in very narrow fields of nursing, such as sub-specialties and new areas of study, as well as short courses. (3) Inservice Education may be a form of continuing education.

(ED 091607 part 1)

SECTION 1 - CERTIFICATION

Initial certification is for a one-year period after which the re-certification may be obtained for each additional three-year period. To start January 1973 for FNA members.

Any member may submit an application for initial certification. Once the application is made, the nurse must complete the necessary requirements within one year from the date of application.

A new graduate has a year following graduation to make application for initial certification. He must have a current license to practice as a registered nurse and be a member of the professional organization. Following initial certification, the nurse has three years to meet the requirements for recertification. The requirements are described in Section 4.

If an individual is not able to meet the requirements for re-certification because of extenuating circumstances, he may submit a formal written request to the Board of Directors, Florida Nurses Association, for an extension period. Upon approval by the Board of Directors, he may have a two-year extension period (without certification) and, in addition to completing the necessary 15 units, will be required to complete an additional 5 units from either Group A and/or Group B for each year during this extension period.

SECTION 2 - MANNER IN WHICH RECOGNITION IS GIVEN

Nurses are encouraged to strive for the acquisition of 15 CEU's in each three-year period (accumulation of units will be kept for each nurse at the FNA Headquarters).

A. A certificate of recognition will be awarded each nurse who achieves the above goal.
B. A letter of commendation regarding the nurse will be sent to the individual's employer upon award of recognition.
C. Further means of recognition may be implemented by the Board of Directors of FNA.

SECTION 3 - CONTINUING EDUCATION UNIT (CEU) (4)

Decimal System

The Continuing Education Unit is defined as follows:

> Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The Continuing Education Unit (CEU) will be used for the measurement, recording, reporting, accumulation, and recognition of participation by nurses in programs which seldom in the past have been recorded in any formal or systematic way.

In general, the CEU is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational, governmental, or societal. The unit is also applicable to the appropriate learning experiences of nurses at all levels from post-diploma to post-doctoral.

The number of CEU's awarded will be determined by considering the number of contact hours in a formal learning situation, and evaluating any other experiences connected with the program. The decimal system will allow the record to reflect the number of units to be awarded, based upon contact hours. The unit has the advantage of being computed directly and simply for all formats and durations of continuing education programming wherever contact hours or their equivalent can be determined. The ten-hour unit also permits the use of the decimal system for partial units if needed.

In using the CEU, there is no attempt being made to change or standardize the methods or format of the various continuing education activities.

The CEU represents a sufficiently small amount of participation in continuing education so that it is possible for an individual to accumulate a substantial number over limited periods of time.

(1) Avenues for Continued Learning (pamphlet), prepared by ANA, April, 1967.
(2) An Abstract for Action, National Commission for the study of Nursing and Nursing Education, published by McGraw-Hill Book Company, 1970.
(3) Essentials of Approved Programs in Continuing Medical Education, (pamphlet), prepared by the Council on Medical Education of the American Medical Association, June 1970.
(4) The Continuing Education Unit, an interim statement of THE NATIONAL TASK FORCE to study the feasibility and implementation of a uniform unit for the measurement of non-credit continuing education programs. October 20, 1970.

CONTINUING EDUCATION UNIT: DECIMAL SYSTEM CONVERSION TABLE (Formula. 10 Contact Hours = 1 CEU)

Contact Hours	=	CEU
100		10.0
200		20.0
300		30.0
400		40.0
500		50.0
600		60.0
700		70.0
800		80.0
900		90.0
10		1.0
20		2.0
30		3.0
40		4.0
50		5.0
60		6.0
70		7.0
80		8.0
90		9.0
1		0.1
2		0.2
3		0.3
4		0.4
5		0.5
6		0.6
7		0.7
8		0.8
9		0.9

SECTION 4 - CERTIFICATION REQUIREMENTS

Certification requirements are as follows:

A. Initial Certification

I. Current licensure as a registered nurse.
II. Five Continuing Education Units (50 Contact Hours) must be met within one year after application has been submitted.
III. New graduate from a basic program (ADN, Diploma, BSN)
   a. Current licensure as a registered nurse.
   b. Membership in the professional organization.

B. Re-certification

a. Current licensure as a registered nurse.
b. A total of 15 Continuing Education Units (150 Contact Hours) over a three-year period of time.

1. Nine (9) units (90 contact hours) must be selected from Group A.
2. The remaining six (6) units (60 contact hours) may be from either Group A or Group B.

GROUP A	Contact Hours	CEU's
1. Continuing Education. (Workshops, seminars, conferences, educational programs, etc.) as approved by the (CEAC) FNA Committee on Nursing Education.		
Examples: An approved one week short course usually approximates 30 contact hours or 3.0 units.	30	3.0
An approved two-day program usually approximates 10 to 12 contact hours or 1.0 or 1.2 units.	10 to 12	1.0 to 1.2
An approved five session evening program, meeting for 2 hours per session, would approximate 10 hours or 1.0 units.	10	1.0
a. 2 Hour single session	2	0.2
2. Planning, preparation and/or presentations at meetings, workshops, conferences, or seminars for nurses or allied professionals (maximum 2½ contact hours per presentation.	2.5	.25
3. Publication of scholarly article (maximum 2½ contact hours per article).	2.5	.25
4. Formal academic study relevant to nursing or fulfilling a requirement for a degree.		
a. 1 semester credit	10 to 15	1.0 to 1.5
5. Publication of a book	To be evaluated individually	

GROUP B	Contact Hours	CEU's
1. Membership in ANA.	5 per year	.5
2. Holding an elective office and/or actively participating on a district, state, or national professional committee.	10 per year	1.0
3. Attendance at Convention -- ANA and/or FNA, and others as approved by CEAC.	5 per year	.5
4. Assigned as representative of DNA, FNA, or ANA to community action planning committee, liaison activity, legislative sessions, etc. as approved by CEAC.	5 per year	.5
5. Responsibility for editing publications and preparing articles for newsletters, bulleting for DNA or FNA.	5 per year	.5
6. Miscellaneous - Serving actively on committees such as: Regional Medical Program, Cancer or Heart Associations, and other official and/or voluntary organizations related to health care.	5 per year	.5

PROCEDURE FOR OBTAINING CEU's FOR PROGRAMS

1. Prior Approval

A. When seeking prior approval of any type of continuing education program, the following procedure should be observed.

1 When to submit:

At least 30 days prior to the program
or
three weeks prior to needing the approval for program printing.

2. What to submit:

Two (2) copies of the tentative program. In order to evaluate the program, the committee must have:

a. The objectives.

b. Description of the program.

c. Qualifications of the speakers, with evidence of preparation for this presentation.

d. Identification of the program sponsors.

e. Type of audience the program is planned for.

3. How to submit:

Written request to include information stated above.

4. Where to submit: 4.

Committee on Nursing Education
Florida Nurses Association
P. O. Box 6985
Orlando, Florida 32803

The Chairman and/or Executive Director of Florida Nurses Association then notifies the applicant of the evaluation results. The number of CEU's may then be printed on programs; announced at the meeting, or be otherwise disseminated.

B. The Continuing Education Approval Committee encourages worthwhile District meetings and attendance at those meetings. Districts are urged to plan programs and apply for prior approval as described in A. #1. An entire year's plan, or several months, may be evaluated at once. In the case of these District program meetings, one attendance list, signed by the President or Secretary, may suffice for the individual attendance form.

C. Inservice Education programs, in order to receive CEU's, must be planned on a relatively long-term basis with clear indication of objective(s), curriculum and faculty, as described in A. #2. Attendance at each portion of the program must be verified by the Inservice Director's signature.

Inservice Education programs may be awarded CEU's for portions of the program, or the entire program (as determined by the Nursing Education Committee).

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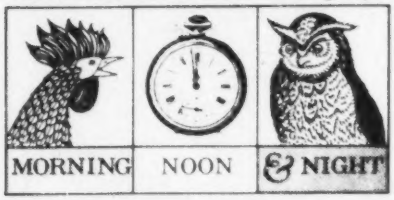

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CONTINUING EDUCATION PROGRAM

A - DEFINITION: Continuing Education for Licensed Practical Nurses consists of organized knowledge and working experiences designed to enlarge their knowledge and skills of nursing; and is a means of keeping abreast of the rapid advances in medicine, in nursing and in the allied health disciplines. Such fulfillment should be of mutual benefit to both the LPN and the consumer of health care, and should prepare the LPN to meet all aspects of nursing.

1 - The Continuing Education Program Plan will be a pilot voluntary program for one year - 1974.
2 - The years 1975 and 1976 the accumulation of Continuing Education Credits will be in effect.
3 - The year 1977 mandate of Continuing Education for License Renewal.

B - OBJECTIVE: Some specific objectives which the application of Continuing Education Units will fulfill are:

1 - To encourage and motivate the nurse to pursue Continuing Education for better patient care in the changing trends of the health care field in Maryland.
2 - To recognize the nurses' educational needs, to measure, to record, report and accumulate in a systematic way for quality health care delivery.
3 - To promote non-credit continuing educational activities, planned self directed study with evaluation, active participation in professional organization and public involvement.

C - ADMINISTRATION:

1 - Continuing Education Council
a- Members of Council
1- Education Chairman
2- State President
3- Board Member
4- Two Members at Large
b- Duties of Council
1- Set up guideline for all programs
2- Inform divisions of subjects needed
3- Approve instructors
4- Approve programs
5- Schedule programs
6- Produce ways for programs
7- Produce credit systems to mandate credits
c- Sub-Committee on Credit Recording
One member from Continuing Education Council to be Chairman of Sub-committee. (Paid employee or if not, five people appointed by the president and approved by the executive board.)

CE001682 (part 2)

D - SYSTEM OF RECORDING:

1 - Continuing Education Units - CEU's
"One Continuing Education Unit is ten contact hours or participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction."
2 - Membership dues
3 - Non-member - Cost of membership for recording credits
4 - Recording of CEU's
a- A 5" x 8" file card will be kept on all LPNs with the following information:
1- Name of individual
2- Address
3- Social-Security number
4- Recordation number
5- Place of employment
6- Planned non-credit activity
7- Academic courses
8- Self study courses and method
9- Professional organization
10- Public involvement practice
5 - Application for CEU's Credits
Submit form for credits
Notification: Maryland State Board of Examiners of Nurses
6 - Certificate of CEU's
Certification notice to be sent to Maryland State Board of Examiners of Nurses
7 - Forms: Maryland Licensed Practical Nurses Association, Inc.
Continuing Education Units
Name
Address
Recordation number
Total CEU's obtained
Accepted
Seal of the State Assocaiation
(The above information is to be sent to the Licensed Practical Nurse on December 1st each year, prior to January renewal of licenses so as to be submitted with application to the State Board of Examiners.)

E - INACTIVE MEMBER LICENSURE:

1 - Retired person with at least 10 years of nursing service will be granted lifetime licensure if proof of full retirement can be proven after age 55.
2 - Disabled member with proof of disability, upon desire to return to work after orientation programs, a two year tentative licensure may be granted.
3 - Inactive license: After orientation period a two year license may be granted until proof of the requirement set up in the criteria for relicensure is met.

F - PROPOSED CREDIT IN CONTINUING EDUCATION UNITS: An individual would have a minimum of 25 Continuing Education Units every two years to be eligble for certification.

1 - Planned, non-credit activities (must attend three seminars)
a- Workshop 0.2 CEU's / hour
b- Seminar 0,2 CEU's / hour
c- Conference 0.2 CEU's / hour
d- Inservice Program To be evaluated on an individual basis.
2 - Academic courses related to nursing 0.1 CEU / hour credit

F - PROPOSED CREDIT IN CONTINUING EDUCATION UNITS: (Continued)

3 - Self Directed Study
- a- Study Groups 0.1 CEU / hour
- b- Home Study 0.1 CEU / hour
- c- Educational T.V. 0.1 CEU / hour
- d- Audio Tapes 0.1 CEU / hour
- e- Audi-scan 0.1 CEU / hour
- f- Film Strips 0.1 CEU / hour

4 - Research and publishing - To be evaluated on individual basis.

5 - Professional Organization
- a- M.L.P.N.A. Inc. Membership
  - 1- Active Membership 0.2 CEU's / meeting attended
  - 2- Associate Membership (Student) 0.2 CEU's / meeting attended
  - 3- Elective Office (State) 1.5 CEU's / year
  - 4- Elective Office(Division) 1.0 CEU's / year
  - 5- Honorary or retired 1.0 CEU's / year
  - 6- Committee
    - a- Chairman 0.5 CEU / year
    - b- Member 0.3 CEU / year
  - 7- State Convention Attendance 1.0 CEU
- b- N.F.L.P.N. Convention Attendance 2.0 CEU's
- c- Community Liason 0.5 CEU / year
- d- Other Professional Organization
  - 1- Member 0.3 CEU / year
  - 2- Elective Office 0.3 CEU / year
  - 3- Committee Participation 0.3 CEU / year
  - 4- Convention 0.3 CEU / convention

6 - Professional Practice
Gainful employment as a L.P.N. 1.0 CEU / 200 hours
Maximum of 10 CEU's

7 - Public Involvement
- a- Health related 0.2 CEU / hour
  - 1- Volunteer teaching
  - 2- Heart Association
  - 3- Lung Association
  - 4- Cancer Association
  - 5- Other Associations
- b- Non-health related 0.1 CEU / hour
  - 1- Girl or Boy Scouts
  - 2- Parent - Teacher Association
  - 3- Other similar associations